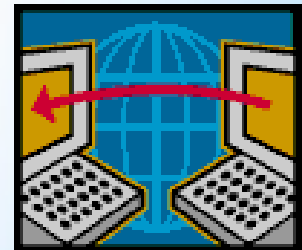




*L/RSB Retired Educator Application



***Overview of Retired Educator Requirements for New Applications or Renewals**

Professional Learning:

- * 45 hours of new learning per endorsement
- * 15 hours of new learning specific to the endorsement requested on Retired Educator License or to be renewed
- * All professional learning within the three years preceding the RE application or renewal.



Self-Assessment:

- * Required if currently practicing under the endorsement.

**Verification of Self-Assessment based on
Learning Progressions/Core Teaching
Leadership Standards**

_____ Standards Board

I, _____, attest that
(Name of Educator)

I have completed a self-assessment of my teaching and/or leadership practice within six months of my renewal application based on the:

☐ Learning Progressions/Core Teaching Standards
☐ Core Leadership Standards

for:

_____ ; _____
(Code) (Endorsement Content Area)

(Signature of Educator)

(Date)

Rule: 5424, 5431, 5432, 5435

Pension Allowance Verification:

- * Document are receiving or will be receiving a retirement allowance from service as an educator
- * This information is supplied to the AOE only.



Any additional documentation required by endorsement:

*Nurses

- ☐ Valid VT RN License
- ☐ Valid CPR-AED & First Aid



*PE teachers

- ☐ Valid CPR-AED & First Aid



*Health teachers

- ☐ Valid CPR-AED




*Driver Ed teachers

- ☐ Certified DMV Driving History



*Educator Selects - Apply for Retired License

WHAT DO YOU WANT TO DO?	
<input type="checkbox"/>	View Pending Online Application(s)
<input type="checkbox"/>	Update Profile
<input type="checkbox"/>	Renew License(s)
<input type="checkbox"/>	Add New Endorsement
<input type="checkbox"/>	Reinstatement License(s)
<input type="checkbox"/>	Print License Details
<input checked="" type="checkbox"/>	Apply For Retired License
<input type="checkbox"/>	Apply for New License
<input type="checkbox"/>	Change Password
<input type="checkbox"/>	PL Activity



*Following screen will appear:

Retired Application Preliminary Question(s)

Fields marked with asterisk (*) are required.

Retired License Application Preliminary Question(s)

If you have any questions regarding Retired Licensure please contact the Agency of Education at 802-479-1700

Our records indicate that we do not have conclusive evidence that you have completed a criminal record check after July 1, 1998. Have you undergone a fingerprint supported criminal record check completed after July 1, 1998 by either a Vermont School District or the Vermont Agency of Education?

☐ Yes ☐ No

Do you have at least 15 years of licensed teaching experience?

☐ Yes ☐ No

Are you or will you be receiving a pension from an educator retirement system within the next six months OR have you withdrawn from active service at a Private school that does not offer a retirement allowance?

☐ Yes ☐ No

Reset

Next Step

- * Criminal Record Check (CRC) question may appear if no indication that educator has undergone a fingerprint supported Criminal Record Check since July 1, 1998.
- * Depending on whether educator answers YES or NO will be directed to respective CRC pages -
- * To complete the necessary CRC forms or
- * To give CRC information.



Retired Application Preliminary Question(s)

Fields marked with asterisk (*) are required.

Retired License Application Preliminary Question(s)

If you have any questions regarding Retired Licensure please contact the Agency of Education at 802-479-1700

Do you have at least 15 years of licensed teaching experience?

☐ Yes ☐ No

Are you or will you be receiving a pension from an educator retirement system within the next six months OR have you withdrawn from active service at a Private school that does not offer a retirement allowance?

☐ Yes ☐ No

Reset

Next Step

Aithent Licensing System Version (UAT) 1.3.135 Dated: June 18, 2015 | Copyright © 2015 [Aithent Inc.](#)

*Educator must answer questions

*Years of experience

*Pension allowance



*After selecting appropriate answers

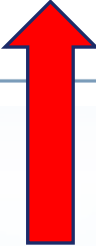
*Select - Next Step

Retired Application Preliminary Question(s)
Fields marked with asterisk (*) are required.

Retired License Application Preliminary Question(s)
If you have any questions regarding Retired Licensure please contact the Agency of Education at 802-479-1700
Do you have at least 15 years of licensed teaching experience?
☒ Yes ☐ No
Are you or will you be receiving a pension from an educator retirement system within the next six months OR have you withdrawn from active service at a Private school that does not offer a retirement allowance?
☒ Yes ☐ No

Reset

Next Step



- * Personal and Contact Information screens come up
- * If accurate - SAVE and Go to Next Step

Fields marked with asterisk (*) are required.

PERSONAL INFORMATION

LICENSE INFORMATION

EMPLOYMENT DETAILS & PROFESSIONAL LEARNING

GOOD STANDING DECLARATION

DISCLOSURE FORM

ATTESTATION

Please review PERSONAL Information for accuracy.

Personal Information

Last Name *	<input type="text" value="Madison"/>	First Name *	<input type="text" value="James"/>	Middle Name	<input type="text" value="M"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names [?]	<input type="text"/>	DOB *	<input type="text" value="01/07/1901"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-0007"/>				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 2	<input type="text"/>	Zip *	<input type="text" value="05602"/>
Street 1 *	<input type="text" value="1 Madison Ave."/>	State/Province *	<input type="text" value="Vermont"/>	Fax	<input type="text"/>
City *	<input type="text" value="Madison"/>	Alternate Phone # - Ext.	<input type="text"/>		
Phone # - Ext. *	<input type="text" value="802-479-1700"/> - <input type="text"/>	Alternate E-mail	<input type="text"/>		
Preferred E-mail *	<input type="text" value="deborah.giles@state.vt."/>				

Licensing and legal staff at the VT Agency of Education and your L/RSB Chair will be able to see your contact information. Whom else do you give permission to see your contact information?

☐ AOE Staff outside licensing [?]

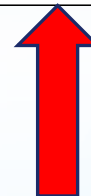
☐ Professional Organizations [?]

☐ School Administrators [?]

Reset

Save & Logout

Save & Go to Next Step



- * License Information screen appears next
- * Educator selects endorsement(s) to appear on Retired Educator License

Online Retired Application

Fields marked with asterisk (*) are required.

PERSONAL INFORMATION

LICENSE INFORMATION

EMPLOYMENT DETAILS & PROFESSIONAL LEARNING

GOOD STANDING DECLARATION

DISCLOSURE FORM

ATTESTATION

Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
II	2-15 (Social Studies, Grades 7-12)	None	None	06/30/2016

License(s)/Endorsement(s) that can be retired

License Type	Endorsement	Subject Limit	Grade Limit	Restriction Label	Expiration Date	Requested Action
II	2-15 (Social Studies, Grades 7-12)	None	None	None	6/30/2016	<div></div>

Reset

Save & Logout

Save & Go to Next Step

Online Retired Application

Fields marked with asterisk (*) are required.

PERSONAL
INFORMATION

LICENSE
INFORMATION

EMPLOYMENT DETAILS &
PROFESSIONAL LEARNING

GOOD STANDING
DECLARATION

DISCLOSURE
FORM

ATTESTATION

Current License(s)

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
II	2-15 (Social Studies, Grades 7-12)	None	None	06/30/2016

License(s)/Endorsement(s) that can be retired

License Type	Endorsement	Subject Limit	Grade Limit	Restriction Label	Expiration Date	Requested Action
II	2-15 (Social Studies, Grades 7-12)	None	None	None	6/30/2016	Retire <input type="button" value="v"/>

Reset

Save & Logout

Save & Go to Next Step

* If multiple endorsements, educator will be able to choose a requested action (Retire or Not Retire) for each endorsement.

* Click on Save & Go to Next Step

- * Employment and Professional Learning Activities appear.
- * The educator can select YES or NO for having provided Board with professional learning activities.
- * Educator may add any needed professional learning here.
- * L/RSB name also appears.

Online Retired Application

Fields marked with asterisk (*) are required.

PERSONAL
INFORMATION

LICENSE
INFORMATION

EMPLOYMENT DETAILS &
PROFESSIONAL LEARNING

GOOD STANDING
DECLARATION

DISCLOSURE
FORM

ATTESTATION

Employment Detail

Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code	
Lake Region UHSD #24 (School)	09/01/2024		100	Yes	Teacher - Level I, Level II and Retired	

Professional Learning Activities

Add Activity | Delete Activity

List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? *

☐ Yes ☐ No

Your current L/RSB: Orleans Central

Reset

Save & Logout

Submit to L/RSB

- * If an educator needs to add an activity the Activity Detail screen will open.

James M Madison | Help

Fields marked with asterisk (*) are required.

Activity Details

Activity Details

Completion of a minimum of 3 credits or 45 hours of professional learning.
Completion of a minimum of 6 credits or 90 hours of professional learning.
Completion of a minimum of 9 credits or 135 hours of professional learning.
1 credit of professional learning is equal to 15 hours.

Activity Type *	-- Choose One --	Activity Name *	
# Of Hours *		Start Date *	
How will you send Document(s)? *	-- Choose One --	End Date	
Description *			
Expected or Actual Impact *			
Completed? *	-- Choose One --		

Related Endorsement

Related endorsement(s): If this goal is related to one or more endorsement, please select those endorsement(s).

☐ 2 -15 (Social Studies, Grades 7-12)

Core Teaching Standards

[Click here](#) to view the Vermont Core Teaching Standards.

The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibility
<input type="checkbox"/> Learner Development	<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Assessment	<input type="checkbox"/> Professional Learning and Ethical Practice

*Educator enters required information and then clicks on OK.

Completion of a minimum of 3 credits or 45 hours of professional learning.
Completion of a minimum of 6 credits or 90 hours of professional learning.
Completion of a minimum of 9 credits or 135 hours of professional learning.
1 credit of professional learning is equal to 15 hours.

Activity Type *	Academic Courses	Activity Name *	Age of Jefferson
# Of Hours *	45	Start Date *	09/01/2014
How will you send Document(s)? *	Upload online	End Date	12/01/2014
Description *	For demonstration		
Expected or Actual Impact *	For demonstration		
Completed? *	Yes		

Related Endorsement

Related endorsement(s): If this goal is related to one or more endorsement, please select those endorsement(s).

☒ 2 -15 (Social Studies, Grades 7-12)

Core Teaching Standards

[Click here](#) to view the Vermont Core Teaching Standards.

The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibility
<input type="checkbox"/> Learner Development	<input checked="" type="checkbox"/> Content Knowledge	<input type="checkbox"/> Assessment	<input type="checkbox"/> Professional Learning and Ethical Practice
<input type="checkbox"/> Learning Differences	<input type="checkbox"/> Application of Content	<input type="checkbox"/> Planning for Instruction	<input type="checkbox"/> Leadership and Collaboration
<input type="checkbox"/> Learning Environment		<input type="checkbox"/> Instructional Strategies	

OK

No Change-Close



- * Educator submits Retired Educator Application to L/RSB.
- * Directed to the payment site.

Fields marked with asterisk (*) are required.

PERSONAL INFORMATION — LICENSE INFORMATION — **EMPLOYMENT DETAILS & PROFESSIONAL LEARNING** — GOOD STANDING DECLARATION — DISCLOSURE FORM — ATTESTATION

Employment Detail Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code	
Lake Region UHSD #24 (School)	09/01/2024		100	Yes	Teacher - Level I, Level II and Retired	

Professional Learning Activities Add Activity | Delete Activity


List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? * ☒ Yes ☐ No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)	
Age of Jefferson	09/01/2014	12/01/2014	45	For demonstration	Upload online	Documents (0)	<input type="checkbox"/>

Your current L/RSB: Orleans Central

Reset **Save & Logout** **Submit to L/RSB**



Fee Detail

Fee Details

Additional licensing fees will be requested when application review is completed.

Application Processing Fee	\$40.00
----------------------------	---------

Total Fee	\$40.00
------------------	----------------

[Edit Application](#)[Pay Now](#)

* Selects either Edit Application or Pay Now.

*After paying processing fee -

*Educator receives Checklist of items submitted and L/RSB name and Transaction number

Online Retired Application Submitted

Confirmation

Thank you for using our online services. Your retired license application is being submitted to the Orleans Central Board for further review. Your online transaction number is 1935. Please read the checklist section for the items that will be reviewed by your Local/Regional Standards Board. You may attach supporting documents with each item.

Checklist

Item #	Item	View/Attach	Item Status
1	Professional Learning Activities Review	Documents (0)	Pending
2	Others	Documents (0)	N/A

[Return to Home](#)

[Logout](#)



- * L/RSB verifies educator has the required number of professional learning hours to apply for a Retired Educator License and any other requirement.

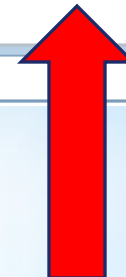


- * Educator will receive an email confirming their application has been processed. They should log back into Online System and under What Do You Want To Do?
- * Select Pending Online Application and complete the required legal forms for the Retired Educator Application.




- * Educator will see COMPLETE APPLICATION button.
- * Hit that button and complete all required legal forms.

Pending Online Application(s)						
Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Retired Application	1935	07/01/2015	Complete Retired License Application By Candidate (Orleans Central)	N/A	View Details	Complete Application



* Educator will only select buttons at the bottom of each page, NOT the Tabs at the top of each page!!!

* Toggling between tabs at the top of each renewal page will lead to issues - such as material not saving!



Fields marked with *

PERSONAL INFORMATION | **LICENSE INFORMATION** | **EMPLOYMENT DETAILS & PROFESSIONAL LEARNING ACTIVITIES** | **DECLARATION** | **DISCLOSURE FORM** | **ATTESTATION**

Employment Detail Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code
Lake Region UHSD #24 (School)	09/01/2024		100	Yes	Teacher - Level I, Level II and Retired

Professional Learning Activities Add Activity | Delete Activity


List all the professional learning activities completed. If you have already provided the professional learning activities to your L/RSB, you are not required to list it again. If you choose to list professional learning activities here you will be able to upload the document(s) with the activities.

Have you provided the professional learning activities to your L/RSB? * ☒ Yes ☐ No

Activity Name	Start Date	End Date	# of Hours	Description	How You Will Send Documents	Document(s)
Age of Jefferson	09/01/2014	12/01/2014	45	For demonstration	Upload online	Documents (0) <input type="checkbox"/>

your current L/RSB: Orleans Central

Reset **Save & Logout** **Submit to L/RSB**



*After educator completes legal forms and hits SUBMIT to AOE checklist appears:

Online Retired Application Submitted

Confirmation

Thank you for using our online services. Your retired license application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 1935. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your online application summary [click here](#)

Checklist

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration.	Documents (0)	Pending
2	Review Disclosure form	Documents (0)	Pending
3	Verification of pension	Documents (0)	Pending
4	Others	Documents (0)	N/A

[Return to Home](#)[Logout](#)

- * Educator may upload pension verification in the checklist and any other information that may be pertinent.
- * Educator will continue to check preferred e-mail and Pending Online Application for status of Retired Educator Application.

Pending Online Application(s)

Pending Online Application(s)

Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Online Retired Application	1935	07/01/2015	Intital Application (Retired) License Approval Review By AOE (Orleans Central)	Application Summary	View Details	

* Under View Details, will see status of Checklist items:

Pending Application Details

Application Details

Application Type	Transaction #	Current Step	Date	Application Summary
Online Retired Application	1935	Intital Application (Retired) License Approval Review By AOE (Orleans Central)	07/01/2015	Application Summary

Checklist

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration.	Documents (0)	Pending
2	Review Disclosure form	Documents (0)	Pending
3	Verification of pension	Documents (0)	Pending
4	Others	Documents (0)	N/A

[Back To Pending Application List](#)

